



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE  
HUMAN RESOURCES DIVISION  
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PAUL DIETL  
Chief Human Resources Officer

**PLEASE POST PROMINENTLY**

**READING LIST ANNOUNCEMENT**

TO: Police Department Appointing Authorities  
Police Chiefs

FROM: George Bibilos, Director  
Organizational Development Unit/Civil Service Unit

DATE: November 20, 2015

SUBJECT: READING LIST FOR PROMOTIONAL EXAMINATIONS

**DEPUTY POLICE CHIEF  
POLICE CHIEF**

**EXAMINATION DATE: Saturday, May 21, 2016**

Examinations for this series are scheduled for May 21, 2016. All applicants are responsible for reading all the texts and other materials listed below and on all pages of this announcement. Please note carefully which edition and/or date of publication is listed for each item. All chapters, appendices, glossaries, etc., are included unless otherwise noted. All examination questions will be based on these materials.

**Community Policing: A Contemporary Perspective** (7<sup>th</sup> ed., 2015). Kappeler, V. E., and Gaines, L. K.; Routledge. ISBN: 978-0-323-34049-6.

**Conducting Internal Affairs Investigations** (2006). Collins, J. M.; Municipal Police Institute. Please note: This publication is available only electronically, in CD (PDF) format.

**Law Enforcement Guide to Firearms Law** (3<sup>rd</sup> Edition 2015). Glidden, R. C. & Collins, J. M.; Municipal Police Institute, Inc..

**Management Rights** (2007). Collins, J. M.; Municipal Police Institute. Please note: This publication is available only electronically, in CD (PDF) format.

**Massachusetts Criminal Procedure Textbook for 2015** (2015), Rogers, P. M.; Commonwealth Police Service, Inc.

**NOTE:** The publisher has advised that a new edition of this textbook is due to be released January 1<sup>st</sup>, 2016. Candidates are advised to obtain the text prior to the issuance of the 2016 edition.

**Massachusetts General Laws**, amended as of November 20, 2015.

***The MPI Guide for New Chiefs*** (2006). Collins, J. M. and the staff of the Municipal Police Institute; Municipal Police Institute. Please note: This publication is only available electronically, in PDF format.

***Police Administration: Structures, Processes, and Behaviors*** (8<sup>th</sup> ed., 2012). Swanson, C. R., Territo, L., and Taylor, R. W.; Pearson Education, Inc./Prentice-Hall. ISBN-13: 9780135121030.

***Proactive Police Management*** (9<sup>th</sup> ed., 2014). Thibault, E. A., Lynch, L. M., McBride, R. B., & Walsh, G.; Pearson Education, Inc./Prentice Hall. ISBN: 978-0-13-359843-8.

In the event of a direct and ascertainable conflict between information contained in the listed textbooks and information contained in the *Massachusetts General Laws* (MGL), the MGL will be the definitive source.

### **Publishers of Reading List Texts**

Routledge, c/o Taylor & Francis Group LLC, 7625 Empire Drive, Florence, Kentucky 41042-2919; <http://www.routledge.com/books/details/9781455728503/>

Commonwealth Police Service, Inc., 5 Jethol Drive, Assonet, MA 02702; (508.644.2116); <http://www.commonwealthpolice.net>.

Municipal Police Institute, Inc., 26 Providence Road, Grafton, MA 01519; (800.322.2011); <http://www.municipalpoliceinstitute.org>.

Pearson Education, Inc./Prentice Hall, Consumer Order Department, 200 Old Tappan Road, Old Tappan, NJ 07675; (800.947.7700); <http://www.policetrainingstore.com>.

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publishers at the address, telephone number, or web site listed, or check with the Chief of your department or local union representative for assistance. Many local bookstores will be able to special order any text not carried in stock.

Any questions regarding this reading list may be directed to Mr. Sebastian Moscardi, Personnel Analyst, at 617.878.9717 or at [Sebastian.Moscardi@massmail.state.ma.us](mailto:Sebastian.Moscardi@massmail.state.ma.us). A copy of this reading list is posted on the Civil Service website at <http://www.mass.gov/hrd/readinglists>.